

CLARIFICATION OF ELIGIBILITY FOR PRIVATE PARTIES AND OTHER EVENTS

1. **PATRON ELIGIBILITY.** Patron eligibility of the Commissioned Officers' Mess is:
 - a. Officers of all armed forces of the United States on active duty, retired list with pay, and any reserve members (i.e., gray area retired, selected, individual ready, and standby reserve).
 - b. Officers of the armed services of foreign nations on active duty or on retired list with pay.
 - c. Officers on the National Oceanic and Atmosphere Administration and U.S. Public Health Services on active duty or on the retired pay list.
 - d. Unmarried widow/widower of officers of the armed services of the United States (and their reserve components) who died in the line of duty while on active duty or retired list.
 - e. Legal dependents of all above authorized patrons. If spouse and/or dependent of an authorized Officers' Club patron is an enlisted member of the armed forces, he/she is authorized to utilize the Officers' Club providing civilian attire is worn.
 - f. 100% totally disabled officer veterans of the armed forces of the United States and their reserve components, as long as their Uniformed Services Identification and Privilege Cards (DD Form 1173) remain in effect.
 - g. U.S. Naval Academy midshipmen; cadets of the Army, Air Force and Coast Guard Academies; officer candidates when in an active duty training status; and NROTC midshipmen/other civilian college officer entry personnel programs only when on active duty training periods.
 - h. Active civilian employees of the Navy paygrade GS-7 or above; (or equivalent pay band).
 - i. Retired reserve members in a non-pay status, eligible for pay at age 60, and their authorized family members.
2. **GUESTS.** Authorized patrons may invite bona fide guests to the mess. A bona fide guest is an individual who has been specifically invited to accompany an authorized patron or group to the mess. The authorized patron assumes overall responsibility for the guests' conduct.
3. **PRIVATE FUNCTIONS.** Private functions are functions for which a host makes special arrangements by signing a private party contract regardless of the number of persons involved and cancellations of which would result in a loss to the mess. All private parties and groups require the execution of the prenumbered NAVPERS1746/19, Private Party Contract. The contract shall be signed by the mess manager or designated representative and the host, or party sponsor, who must be an authorized patron of the mess. The patron who signs the contract shall be advised that he/she will be held responsible for meeting the total costs agreed upon and will ensure that the status of personnel attending is per the signed contract.

PRIVATE PARTY SPONSOR FORM

SPONSORS' NAME (print) _____

RANK _____

COMMAND _____

TYPE OF PARTY _____

HOSTS' NAME, IF NOT SPONSOR _____

DATE/DAY/TIME OF FUNCTION _____

I state that I am sponsoring a private party in which all bona fide guests are in response to a specific invitation for a specific occasion. I assume full responsibility for this function; including the overseeing of entire payment for services rendered.

NOTICE: This form grants *temporary* permission by the sponsor to his/her guest to use and make arrangements with the Club.

All deposits required to secure the date are *non-refundable*. * All prices are subject to change. * Each function will be guaranteed *upon receipt of deposit*. * *Payment in full the day of the function. (Cash, check, or money order ONLY).* * *A 5% late fee will be applied to all weddings, proms, or class reunions if not paid the day of function.* MWR reserves the right, provided we give *ten (10) days* notice of any uncollected debt, *to garnish wages of active duty, retired, or reserve personnel for payment of said debt.*

SIGNATURE OF SPONSOR (Authorized patron) _____

DATE _____

SSN _____

PHONE (W) _____

(H) _____

ADDRESS _____

In order to confirm the function, this form must be returned to the Commissioned Officers' Club, Bldg. 95, Naval Station, Newport, RI 02841 (Fax: 401-841-1579) COMPLETELY filled out and accompanied by a signed "Catering General Information and Policies" form and the applicable deposit.